

***Suggested script for explaining new policy to customers:***

Wisconsin now requires a Food Stamp eligibility review every twelve months for your case. Your next eligibility review must be completed before the end of **(last month of certification period)**.

Even though you don't have to come in for a review until that date, there are a couple of things you need to remember:

- ❑ If your total household income exceeds **(130% FPL)** you are **REQUIRED** to report that change. FS policy does not require you to report any other changes, but you may be required to by the rules of other programs of assistance like Medicaid or W-2. You may report any changes that you want to, but it's not required. Increases in your expenses or decreases in your income may increase the amount of FS you are eligible for. Keep in mind that any change you report will be processed and may increase or decrease the amount of your FS. Check your Notice of Decision to see what your reporting requirement is. **(hand out change report form for Food Stamps)**
- ❑ You **WILL** be required to complete an Interim Report Form that will be mailed to you in **(month 5 of certification)**. The form will have questions about any changes in your address, people living in your household, assets and income that could change your FS eligibility. You must complete the form and send it in for processing along with verification of your income and other changes you report. The form should be returned by **(5<sup>th</sup> of the month - month 6 of certification)**.

*(You may wish to show the customer a draft copy of the form as an example. Stress that it is just an example. It is not for the customer to take with them.)*

Failure to return the form will result in closure of your FS case. If you return the form, but it is incomplete or unsigned, it will be returned to you. You will receive more detailed instructions about completing the form when it is sent to you. A reminder letter will be sent to you in **(month 4 of certification)** to help you remember that the form is coming and that you should be saving pay stubs, etc. from **(month 5 of certification)** to send in with it.

If you lose your report form or do not receive it, you can request one from our agency. If you have any questions about the form after you receive it, you may call our agency and ask.

\*Corrected table February 18, 2004

Application Month	4 <sup>th</sup> or Reminder Month	5 <sup>th</sup> or Change Month	6 <sup>th</sup> or Report Month	12 <sup>th</sup> or Next Recertification month
March	June	July	August	February
April	July	August	September	March
May	August	September	October	April
June	September	October	November	May
July	October	November	December	June
August	November	December	January	July
September	December	January	February	August
October	January	February	March	September
November	February	March	April	October
December	March	April	May	November
January	April	May	June	December
February	May	June	July	January

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Recertification Month	4 <sup>th</sup> or Reminder Month	5 <sup>th</sup> or Change Month	6 <sup>th</sup> or Report Month	12 <sup>th</sup> or Next Recertification Month
March	July	August	September	March
April	August	September	October	April
May	September	October	November	May
June	October	November	December	June
July	November	December	January	July
August	December	January	February	August
September	January	February	March	September
October	February	March	April	October
November	March	April	May	November
December	April	May	June	December
January	May	June	July	January
February	June	July	August	February